



**CITY OF MONTEREY PARK**  
**Human Resources Department**  
320 W. Newmark Ave. Monterey Park, CA 91754 (626) 307-1334  
[www.montereypark.ca.gov](http://www.montereypark.ca.gov)

**announces a job opening for**

## ***RESERVE POLICE OFFICER***

**DEADLINE:** **Continuous Recruitment - may close at any time without prior notice.** When a sufficient number of applications are received, testing will be scheduled. Completed City application, including any related educational or training documents must be submitted to the City of Monterey Park Human Resources Department, 320 W. Newmark Ave., Monterey Park, CA 91754 within the filing period. Faxes or Postmarks will not be accepted.

**THE POSITION:** There are three classifications or "levels" Reserve Police Officers. Level 1 reserve officers may exercise the full powers and duties of a police officer without immediate supervision. Level 2 reserve officers may perform the same duties, but only under immediate supervision. Level 3 reserve officers work under direct supervision and are limited to duties that generally do not involve direct law enforcement, such as providing security and traffic control at special events, parking enforcement, working in the jail, collecting and processing evidence, and other duties that are unlikely to result in physical arrests. The Monterey Park Police Department uses all three levels of reserve officer.

Upon successful completion and graduation from the Reserve Academy, Level 1 and Level 2 reserve officers will be assigned to a full-time Field Training Officer to begin field training. While deployed in a marked police unit and in uniform, reserve officers learn the basics of street patrol and must successfully complete 400 hours of field training and participate in other details as assigned. Officers in training are required to work a minimum of 25 hours each month until field training is complete and a minimum of 16 hours per month thereafter.

General duties and assignment of Level 1 and Level 2 MPPD reserve officers include uniformed patrol, which involves responding to crimes in progress, traffic accidents, taking crime reports, issuing citations and making arrests. Officers also provide basic law enforcement services at community events, such as parades, festivals, sports events and dances. All reserve officers are required to attend monthly meetings and monthly firearms training. Level 1 and Level 2 reserve officers also must complete 24 hours of continuing professional training every two years. Upon successful completion of the department's field training program and probationary period, reserve officers may be considered for any of the following assignments: Uniform Patrol, Community Relations, Detectives, Jail Operations, Range Safety Officer, Traffic Investigations, Gang Enforcement, Narcotics, Officer Recruitment, Bike Patrol, or Special Response Team (SRT).

The MPPD Reserve Program is a professionally operated program managed and administered by reserve staff. Reserve staff holds rank within the reserve organization to better perform administrative duties, such as: training, recruitment, patrol, special details, range and monthly meetings. Reserve officers are sworn voluntary employees of the City of Monterey Park.

It is the policy of the Monterey Park Police Department that tattoos, other forms of body art and/or objects used to pierce the body, shall not be visible to the public during performance of duties. Additionally, tattoos, body art and/or objects utilized in body piercing shall not be displayed to other City and Department employees while on or in property and/or facilities owned, operated or under the dominion and control of the City/Department, where the content of the tattoo, body art and/or piercing may be perceived by a reasonable City/Department employee as evidence of harassment or discrimination.

**QUALIFICATIONS:** **Knowledge of** basic reading, writing and spelling. **Skills/Abilities** - Follow and understand oral and written instructions, oral and written communications skills, gain cooperation of others, analyze situations, learn the use and care of automobiles and small firearms, meet standards of physical and health conditions, endurance and ability. **Education** – High school diploma or equivalent. **Age** - Candidates must be 21 years of age prior to completion of academy training. **Physical Requirements** - Requires heavy lifting, carrying, climbing, running and exposure to potentially hazardous situations and environmental conditions. Vision must be 20/70 uncorrected (20/20 corrected), normal color perception and normal hearing. Possession of a valid California Driver's License and U.S. citizenship is required at the time of appointment.

**SELECTION PROCESS:** Candidate's whose qualifications are determined to best meet the City's needs, will be invited to take the Written Exam. Those who pass the Written Examination will be invited to the Oral Board Interview.

<b><i>Written Examination:</i></b>	Pass/Fail	Date to be announced
<b><i>Oral Interview:</i></b>	Weighted 100%	Date to be announced

Candidates must pass a pre-employment medical examination, including a drug/alcohol screen, a background investigation, a voice stress analysis and a psychological examination. An applicant must pass all phases of the selection process prior to appointment.

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) days prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES. THE CITY OF MONTEREY PARK IS AN EQUAL OPPORTUNITY EMPLOYER.

**NOTE:** All employees of the City of Monterey Park are designated by both State and City Ordinance to be "Disaster Service Workers". In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

**THE CITY:** The gateway to the San Gabriel Valley, Monterey Park is located six miles east of the Los Angeles Civic Center and encompasses an area of 7.72 square miles with approximately 64,000 residents. Development within the City consists primarily of suburban residential neighborhoods balanced by commercial facilities. Monterey Park is bordered by the San Bernardino, Long Beach and Pomona freeways, and offers many economic and cultural advantages. Only a few minutes away are mountains, major sport event facilities and cultural attractions. In the City itself, newcomers may choose from hillside homes with spectacular views, family homes on pleasant, tree-lined streets and apartments or condominiums. The educational opportunities from kindergarten to university present some of the best in Los Angeles County. East Los Angeles College is located within the City limits and California State University at Los Angeles is located on the City's northern boundary. The City contains two hospitals, 14 parks and facilities, baseball diamonds, tennis courts, gymnasiums, swimming pools and a golf course. City employees can enjoy a variety of authentic culinary delights from the over 100 restaurants in the City and shopping experiences in the over 75 multi-cultural specialty stores throughout the City.



The City of Monterey Park  
320 West Newmark Ave.  
Monterey Park, CA 91754-2896